



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

1374  
JUL 25 2019  
BY: \_\_\_\_\_  
TIME: 1:10

**PURCHASE ORDER**

Supplier: <b>Metro Paper Converter Phils. Corp.</b> Metro Business Park Stuttgart St. San Andres, Cainta, Rizal		P.O. No.: <b>LC-231-2019</b>				
Tel No: <b>470-1178</b> Fax No.: <b>470-1178</b> TIN:		P.O. Date: <b>July 19, 2019</b>				
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contain herein.		Mode of Procurement: <b>Shopping</b>				
Place of Delivery: <b>SUPREME COURT OF THE PHILIPPINES</b>		Delivery Term:				
Date of Delivery: Within thirty (30) calendar days from receipt hereof.		Payment Term: Thirty (30) days credit.				
No.	Stock No.	Unit	DESCRIPTION	QTY.	Unit Price	Amount
1		bx	Continuous Form, 11 x 14 7/8 (graylines, subs. 16) 1 ply	40	Php928.00	Php37,120.00
2		bx	Continuous Form, 11 x 14 7/8 (graylines, carbonless) 4 ply	200	1,428.00	285,600.00
3		bx	Continuous Form, 11 x 10 5/8 (graylines, subs. 16) 1 ply	40	788.00	31,520.00
4		bx	Continuous Form, 11 x 10 5/8 (graylines, carbonless) 4 ply	200	1,018.00	203,600.00
FIVE HUNDRED FIFTY SEVEN THOUSAND EIGHT HUNDRED FORTY PESOS ONLY						Php557,840.00

**P. R. No. 244**

PURPOSE: For use of lower courts payroll (EDP) - RTC.

NOTE: Original authority attached.

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for everyday delivery of delay shall be imposed.

Conforme:

*Ramil Flores*  
7-30-19

Signature over printed name of Supplier

*July 30, 2019*  
Date

Very truly yours,

*Maria Rosario A. Labuguen*  
MARIA ROSARIO A. LABUGUEN  
OCA Assistant Chief of Office  
Office of the Administrative Services, OCA

Fund Available: <i>Mesdrel</i> <b>MARIETTA R. ESDRELON</b> SC Chief Judicial Staff Officer Budget Division-FMO, OCA	ALLOBS NO: <u>RTC 07193614</u> Amount <u>₱ 557,840.00</u>
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